

# University of West Georgia Policy on Motor Vehicles

On January 15, 2009, the Chancellor of the University System of Georgia (USG) signed an agreement with the Georgia Department of Administrative Services (DOAS). In this agreement, USG formally adopted the Comprehensive Loss Control Program (CLCP) on behalf of all institutions, and agreed to implement the loss-control measures therein.

This policy supersedes the University Vehicle Use & Operations Policy, first adopted on 2/10/1998.

## **Purpose**

The purpose of this policy is to (1) comply with the requirements of CLCP, (2) enhance the safety of university drivers and campus community.

## **Definitions**

*Comprehensive Loss Control Program (CLCP):* A program initiated by DOAS to reduce risk and losses to all state agencies.

*Georgia Department of Administrative Services (DOAS):* A state agency that offers centralized state purchasing and associated training, management of the State's fleet, risk management services, mail and courier service, and the redistribution and disposal of State property. University property – including vehicles – is self-insured through the State of Georgia by DOAS policies.

*Motorized carts:* A light vehicle, generally less than 1300 pounds, and propelled by either electricity or fuel, that has a steering wheel for control and a non-straddled seat.

*Personal business:* Tasks and activities that are not defined as "University business". This includes, but is not limited to: (1) social functions and visits; (2) attending on- and off-campus events and performing tasks that provide no benefit to the university (including – but not limited to - benefit fairs, retirement parties, and personal errands); (3) shopping (except necessary sundry purchases during travel), and (4) dining (except meals that are supplemental to a function in which university business is conducted, meals during authorized travel, and on-duty University Police patrol officers in patrol vehicles in the immediate vicinity of the campus).

*University business:* Activities which are endorsed by an individual's chain-of-command, and (1) defined in an individual's job description, or; (2) accomplish departmental objectives, or; (3) help support university or divisional missions, or; (4) contribute to efforts that are specifically identified by USG or the State of Georgia.

*University employee:* Any individual who performs work for, and receives a paycheck from, the university, including student assistants, graduate assistants, interns, and those who are enrolled in a contracted-employment program. In reference to this policy, university employees also include community-service workers, non-paid interns, and volunteers

who are employed under a volunteer program defined in the university's Volunteer Policy.

*University vehicle:* Any motorized conveyance that is owned, leased or rented by the university, including motorized carts and all-terrain vehicles.

## **Text**

With the exception of those permitted by the Office of Risk Management/EHS, university vehicles may only be operated by qualified university employees to conduct university business. Use of university vehicles for personal business is prohibited.

The Director of Human Resources or his/her designee shall serve as the "designated officer" to qualify drivers in accordance with the USG Policy on Motor Vehicle Use. Employees who may drive vehicles in the course of their employment shall be qualified on initial hire and annually thereafter.

All drivers shall receive annual vehicle safety training, commensurate with the frequency of motor vehicle use and the type of vehicles driven. Drivers of motorized carts shall complete vehicle-specific training.

Drivers are responsible for adhering to all motor vehicle laws and regulations and operating their vehicle in a safe manner. UWG Risk Management shall be responsible for developing and publishing safe vehicle-operation requirements.

UWG will remain in compliance with the "Report My Driving" program, the Accident Review Panel, and the Fleet Management requirements instituted by DOAS through the CLCP. UWG Campus Planning & Facilities shall institute programs and procedures to ensure compliance with these program elements.

## **Enforcement**

This policy shall be enforced according to the rules established in the UWG employee, faculty and student handbooks.